

ATTESTATION ENGAGEMENT

Treasurer

Luzerne County, Pennsylvania

For the Period

Hunting - July 1, 2008 to June 30, 2013

Fishing and Dog - January 1, 2009 to
December 31, 2012

April 2015



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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EUGENE A. DePASQUALE
AUDITOR GENERAL

Independent Auditor's Report

Mr. Dominick DePolo
Operations Manager of Treasurer's Office
Luzerne County
Wilkes Barre, PA 18711

We have examined the accompanying statements of receipts and disbursements (Statements) of the Treasurer, Luzerne County, Pennsylvania (County Officer), for the license period identified on the contents page, pursuant to the requirements of Section 401(d) of *The Fiscal Code*, 72 P.S. § 401(d). The County Office's management is responsible for these Statements. Our responsibility is to express an opinion on these Statements based on our examination.

Except as discussed in the fourth paragraph, our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence supporting the Statements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

We are mandated by Section 401(d) of *The Fiscal Code* to audit the accounts of each county officer to determine whether all moneys collected on behalf of the Commonwealth have been correctly assessed, reported and promptly remitted. *Government Auditing Standards* issued by the Comptroller General of the United States include attestation engagements as a separate type of audit. An attestation engagement performed pursuant to *Government Auditing Standards* involves additional standards that exceed the standards provided by the American Institute of Certified Public Accountants. Accordingly, this attestation engagement complies with both *Government Auditing Standards* and Section 401(d) of *The Fiscal Code*.

Independent Auditor's Report (Continued)

As discussed in the finding, there were over \$30,000 worth of dog licenses and tags that were missing and unavailable for examination. As a result of this issue, we could not perform our standard examination procedures. As such, the scope of our examination of the County Officer's Statement was limited, and we were unable to satisfy ourselves by other examination procedures.

In our opinion, except for the effects, if any, of the matters noted in the preceding paragraph, the Statements referred to above present, in all material respects, the operations of the County Officer as it pertains to receipts made on behalf of the of the licensing agencies, for the license period identified on the contents page, in conformity with the criteria set forth in Note 1.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the Statements; and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements, and abuse that has a material effect on the Statements. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on whether the Statements are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Statements or on compliance and other matters; accordingly, we express no such opinions.

Our consideration of internal control over reporting on the Statements was for the limited purpose of expressing an opinion on whether the Statements are presented in accordance with the criteria described above and was not designed to identify all deficiencies in internal control over reporting on the Statements that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Statement will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies listed below to be material weaknesses.

- Missing Records

Independent Auditor's Report (Continued)

As part of obtaining reasonable assurance about whether the Statements are free from material misstatement, we performed tests of the County Office's compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of Statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our engagement, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Pennsylvania Game Commission, Pennsylvania Fish and Boat Commission, Pennsylvania Department of Agriculture, and the County Officer and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate the courtesy extended by the Treasurer, Luzerne County, to us during the course of our examination. If you have any questions, please feel free to contact Michael B. Kashishian, CPA, CGAP, CFE, Director, Bureau of County Audits, at 717-787-1363.



Eugene A. DePasquale
Auditor General

February 6, 2015

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TREASURER
 LUZERNE COUNTY
 HUNTING LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JULY 1, 2008 TO JUNE 30, 2009

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	52	\$ 988.00
Junior	5	25.00
Junior combination	2	16.00
Senior	9	108.00
Military	49	49.00
Non-resident		
Adult	2	200.00
Archery - Resident and Non-resident	34	510.00
Muzzleloaders - Resident and Non-resident	39	390.00
Antlerless deer		
Resident	16,341	81,705.00
Resident landowners	2	10.00
Non-resident	517	12,925.00
Armed forces	60	300.00
Disabled veterans	50	250.00
Furtaker		
Adult resident	2	38.00
Migratory - Resident and Non-resident	26	52.00
Bear - Resident and Non-resident	28	420.00
Replacements	46	230.00
Donations for the Game Commission		-
Totals (Note 2)	<u>17,264</u>	<u>98,216.00</u>
Disbursements to Game Commission (Note 3)		(98,124.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(94.00)</u>
Balance due Game Commission (County) per settled reports (Note 4)		(2.00)
Examination adjustments		<u>-</u>
Adjusted balance due Game Commission (County) for the license period July 1, 2008 to June 30, 2009		<u>\$ (2.00)</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 HUNTING LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JULY 1, 2009 TO JUNE 30, 2010

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	56	\$ 1,103.20
Junior	3	17.10
Junior combination	1	8.70
Senior	7	88.90
Senior Lifetime Combo	2	201.40
Senior Lifetime Hunting	5	253.50
Military	75	127.50
Mentored Youth	4	6.80
Non-resident		
Adult	5	503.50
Archery - Resident and Non-resident	63	989.10
Muzzleloaders - Resident and Non-resident	47	502.90
Antlerless deer		
Resident	15,243	86,885.10
Resident landowners	1	5.70
Non-resident	186	4,780.20
Armed forces	85	484.50
Disabled veterans	51	290.70
Bobcat	1	5.70
Furtaker		
Adult resident	5	98.50
Migratory - Resident and Non-resident	22	59.40
Bear - Resident and Non-resident	39	612.30
DMAP - Resident and Non-resident	1	5.70
Replacements	50	285.00
Totals (Note 2)	<u>15,952</u>	<u>97,315.40</u>
Disbursements to Game Commission (Note 3)		(97,230.10)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(85.30)</u>
Balance due Game Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Game Commission (County) for the license period July 1, 2009 to June 30, 2010		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 HUNTING LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JULY 1, 2010 TO JUNE 30, 2011

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	42	\$ 827.40
Junior	4	22.80
Junior combination	2	17.40
Senior	4	50.80
Senior Lifetime Combo	4	402.80
Senior Lifetime Hunting	3	152.10
Military	61	103.70
Spring Turkey	1	20.70
Mentored Youth	1	1.70
Non-resident		
Adult	3	302.10
Archery - Resident and Non-resident	52	826.40
Muzzleloaders - Resident and Non-resident	39	427.30
Antlerless deer		
Resident	13,232	75,422.40
Resident landowners	1	5.70
Non-resident	141	3,623.70
Armed forces	75	427.50
Disabled veterans	47	267.90
Elk - Antlered and Antlerless	1	10.70
Bobcat	2	11.40
Furtaker		
Adult resident	8	157.60
Migratory - Resident and Non-resident	9	24.30
Bear - Resident and Non-resident	40	628.00
DMAP - Resident and Non-resident	1	5.70
Replacements	41	233.70
Totals (Note 2)	<u>13,814</u>	<u>83,973.80</u>
Disbursements to Game Commission (Note 3)		(83,898.50)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(75.30)</u>
Balance due Game Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Game Commission (County) for the license period July 1, 2010 to June 30, 2011		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 HUNTING LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JULY 1, 2011 TO JUNE 30, 2012

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	61	\$1,201.70
Junior	3	17.10
Junior combination	5	43.50
Senior	4	50.80
Senior Lifetime Combo	3	302.10
Senior Lifetime Hunting	2	101.40
Military	55	93.50
Spring Turkey	1	20.70
Mentored Youth	1	1.70
Non-resident		
Adult	2	201.40
Archery - Resident and Non-resident	59	926.30
Muzzleloaders - Resident and Non-resident	42	449.40
Antlerless deer		
Resident	14,792	84,314.40
Resident landowners	1	5.70
Non-resident	166	4,266.20
Armed forces	67	381.90
Disabled veterans	51	290.70
Bobcat	1	5.70
Furtaker		
Adult resident	3	59.10
Migratory - Resident and Non-resident	13	35.10
Bear - Resident and Non-resident	33	518.10
DMAP - Resident and Non-resident	2	19.40
Replacements	70	399.00
Totals (Note 2)	<u>15,437</u>	<u>93,704.90</u>
Disbursements to Game Commission (Note 3)		(93,611.90)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(93.00)</u>
Balance due Game Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Game Commission (County) for the license period July 1, 2011 to June 30, 2012		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 HUNTING LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JULY 1, 2012 TO JUNE 30, 2013

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Game Commission</u>
Resident		
Adult	68	\$ 1,339.60
Junior	3	17.10
Junior combination	4	34.80
Senior	3	38.10
Senior Lifetime Combo	4	402.80
Senior Lifetime Hunting	3	152.10
Military	53	90.10
Mentored Youth	10	17.00
Non-resident		
Adult	1	100.70
Archery - Resident and Non-resident	68	1,067.60
Muzzleloaders - Resident and Non-resident	42	449.40
Antlerless deer		
Resident	15,069	85,893.30
Resident landowners	1	5.70
Non-resident	145	3,726.50
Armed forces	60	342.00
Disabled veterans	61	347.70
Bobcat	1	5.70
Furtaker		
Adult resident	2	39.40
Migratory - Resident and Non-resident	18	48.60
Bear - Resident and Non-resident	39	612.30
DMAP - Resident and Non-resident	3	29.10
Replacements	47	267.90
Totals (Note 2)	<u>15,705</u>	<u>95,027.50</u>
Disbursements to Game Commission (Note 3)		(94,900.50)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals		<u>(127.00)</u>
Balance due Game Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Game Commission (County) for the license period July 1, 2012 to June 30, 2013		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 FISHING LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2009

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	73	\$ 1,584.10
Senior resident	1	10.70
National Guard/Armed Forces	29	49.30
Tourist		
One day	1	25.70
Senior lifetime	62	3,143.40
Lifetime Upgrade Card	7	46.90
Replacements	14	79.80
Lake Erie Stamp	1	8.70
Lake Erie And Trout/Salmon Combo Stamp	3	44.10
Trout/Salmon Stamp	128	1,113.60
Totals (Note 2)	<u>319</u>	6,106.30
Disbursements to Fish and Boat Commission (Note 3)		<u>(6,106.30)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2009 to December 31, 2009		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 FISHING LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JANUARY 1, 2010 TO DECEMBER 31, 2010

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	58	\$ 1,258.60
Senior resident	1	10.70
National Guard/Armed Forces	30	51.00
Tourist		
One day	1	25.70
Senior lifetime	21	1,064.70
Lifetime Upgrade Card	6	40.20
Replacements	18	102.60
Trout/Salmon Stamp	<u>82</u>	<u>713.40</u>
Totals (Note 2)	<u><u>217</u></u>	3,266.90
Disbursements to Fish and Boat Commission (Note 3)		<u>(3,266.90)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2010 to December 31, 2010		<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 FISHING LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2011

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	72	\$ 1,562.40
Replacements	1	5.70
Senior resident	1	10.70
National Guard/Armed Forces	24	40.80
Replacements	1	5.70
Senior lifetime	20	1,014.00
Lifetime Upgrade Card	6	40.20
Replacements	6	34.20
Donations for the Fish and Boat Commission		-
Lake Erie Stamp	2	17.40
Lake Erie And Trout/Salmon Combo Stamp	3	44.10
Trout/Salmon Stamp	89	774.30
Totals (Note 2)	<u>225</u>	3,549.50
Disbursements to Fish and Boat Commission (Note 3)		<u>(3,549.50)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2011 to December 31, 2011		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 FISHING LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JANUARY 1, 2012 TO DECEMBER 31, 2012

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	57	\$ 1,236.90
Replacements	1	5.70
Senior resident	1	10.70
National Guard/Armed Forces	24	40.80
Replacements	1	5.70
Senior lifetime	18	912.60
Lifetime Upgrade Card	2	13.40
Replacements	6	34.20
Trout/Salmon Stamp	<u>77</u>	<u>669.90</u>
Totals (Note 2)	<u><u>187</u></u>	2,929.90
Disbursements to Fish and Boat Commission (Note 3)		<u>(2,929.90)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Fish and Boat Commission (County) for the license period January 1, 2012 to December 31, 2012		<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 DOG LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2009

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	25,486	\$ 142,280.00
Senior citizen	7,286	25,436.00
Lifetime	587	17,630.00
Totals (Note 2)	<u>33,359</u>	185,346.00
Disbursements to Department of Agriculture (Note 3)		<u>(185,346.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2009 to December 31, 2009		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 DOG LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JANUARY 1, 2010 TO DECEMBER 31, 2010

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	23,640	\$ 132,272.00
Senior citizen	7,184	25,170.00
Lifetime	597	17,620.00
Totals (Note 2)	<u>31,421</u>	175,062.00
Disbursements to Department of Agriculture (Note 3)		<u>(175,062.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2010 to December 31, 2010		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 DOG LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2011

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	22,188	\$ 123,684.00
Senior citizen	7,123	24,831.00
Lifetime	654	19,300.00
Totals (Note 2)	<u>29,965</u>	167,815.00
Disbursements to Department of Agriculture (Note 3)		<u>(167,815.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2011 to December 31, 2011		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 DOG LICENSE SALES
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FOR THE LICENSE PERIOD JANUARY 1, 2012 TO DECEMBER 31, 2012

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	16,786	\$ 94,068.00
Senior citizen	6,128	21,498.00
Lifetime	710	21,060.00
Totals (Note 2)	<u>23,624</u>	136,626.00
Disbursements to Department of Agriculture (Note 3)		<u>(136,626.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period January 1, 2012 to December 31, 2012		<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

TREASURER
 LUZERNE COUNTY
 NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
 FOR THE HUNTING LICENSE PERIOD JULY 1, 2008 TO JUNE 30, 2013 AND FOR
 THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2012

1. Criteria

The Statements of Receipts and Disbursements provide a summary of receipts and disbursements by category. The categories and the costs of licenses are based on Pennsylvania laws and regulations.

The Statements were prepared in accordance with reporting requirements prescribed by the licensing agencies. Under this method, only the Commonwealth portion of cash receipts and disbursements are presented, revenues are recognized when received, and expenditures are recognized when paid.

The following schedule identifies the licensing agencies and the respective reporting period:

<u>License Type</u>	<u>Licensing Agency</u>	<u>License Period</u>
Hunting	Game Commission	July 1 to June 30
Fishing	Fish and Boat Commission	January 1 to December 31
Dog	Department of Agriculture	January 1 to December 31

With all of the license types listed above, there are licenses that are sold the month prior to the official license period beginning date. For our reporting purposes, these sales are included in the official first month of the license period.

2. Receipts

Receipts consist of monies collected on behalf of the licensing agency.

3. Disbursements

The proceeds from the sale of paper hunting licenses for license year 2008 were remitted monthly by check with the monthly reports of sales. The proceeds from the sale of hunting licenses, sold electronically, for license years 2008 through 2012 were remitted weekly through an electronic funds transfer program.

TREASURER
LUZERNE COUNTY
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS
FOR THE HUNTING LICENSE PERIOD JULY 1, 2008 TO JUNE 30, 2013 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2012

3. Disbursements (Continued)

The proceeds from the sale of fishing licenses, sold electronically, for license years 2009 through 2012 were remitted weekly through an electronic funds transfer program.

The proceeds from the sale of dog licenses for the license years 2009 through 2012 were remitted by check to the appropriate licensing agency with the monthly reports of sales.

4. Balance Due Licensing Agency (County) Per Settled Reports

This balance reflects the summary of monthly sales reports as settled by the appropriate licensing agency.

5. Prior Examination Period Balance Due - Fishing Licenses

We noted that there was a prior examination balance due the Commonwealth of \$24.45 which was not paid as of the end of our current examination period.

6. County Officers Serving During Examination Period

Michael Morreale served as Treasurer during the hunting license period July 1, 2008 to December 31, 2011 and during the fishing and dog license period January 1, 2009 to December 31, 2011.

Luzerne County adopted a Home Rule Charter effective January 2, 2012. The position of an officeholder for the Treasurer's Office was eliminated with the adoption of a Home Rule Charter. An appointed County Manager oversees all functions of the formerly elected Luzerne County row offices. The Treasurer's Office function is under the Luzerne County's Office of Budget and Finance. An Operations Manager was appointed to oversee the Treasurer's Office function.

Dominic DePolo served as Operations Manager of The Treasurer's Office during the hunting license period January 2, 2012 to June 30, 2013 and during the fishing and dog license period January 2, 2012 to December 31, 2012.

TREASURER
LUZERNE COUNTY
FINDING AND RECOMMENDATION
FOR THE HUNTING LICENSE PERIOD JULY 1, 2008 TO JUNE 30, 2013 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2012

Finding - Missing Records

Our examination disclosed that the following records were unavailable for review:

- 3,569 individual dog licenses and tags totaling \$24,900 for the period January 1, 2009 to December 31, 2009.
- 1,040 senior dog licenses and tags totaling \$5,200 for the period January 1, 2009 to December 31, 2009.
- 100 individual dog licenses and tags totaling \$500 for the period January 1, 2010 to December 31, 2010.
- Voided hunting licenses for the period July 1, 2010 to June 30, 2012.
- Voided fish licenses for the period January 1, 2011 to December 31, 2012.

Good internal accounting controls ensure that all records are properly accounted for and maintained. In addition, all documentation should be kept until audited by the Department of the Auditor General.

Without a good system of internal controls over record retention, the potential for fraud or misappropriation is increased.

This condition existed because the office failed to establish and implement an adequate system of internal controls over records.

Recommendation

We recommend that the office establish and implement procedures to ensure that all records are properly accounted for and maintained. In addition, all documentation should be kept until audited by the Department of the Auditor General.

TREASURER
LUZERNE COUNTY
FINDING AND RECOMMENDATION
FOR THE HUNTING LICENSE PERIOD JULY 1, 2008 TO JUNE 30, 2013 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2012

Finding - Missing Records (Continued)

Management's Response

Management agrees with the finding. All licensing was moved out of Budget and Finance Division and to the Administrative Services Division during the third quarter of 2014. The County contracted with PADogLicense.com in May 2013 to sell dog licenses online. Beginning with the 2014 year, the paper portion of the dog license was no longer needed. Hunting and fishing voids that were unavailable for review were generated from the computer system. It is management's belief they were misplaced when being moved to storage. All hunting, fishing and unsold dog tags are now stored in one location. This location is above the highest recorded flood levels. All records are now stored in one Central location.

Auditor's Conclusion

During our next examination we will determine if the office complied with our recommendations.

TREASURER
LUZERNE COUNTY
REPORT DISTRIBUTION
FOR THE HUNTING LICENSE PERIOD JULY 1, 2008 TO JUNE 30, 2013 AND FOR
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2012

This report was initially distributed to:

The Honorable Russell C. Redding
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Department of Agriculture

Mr. D. Holbrook Duer
Assistant Counsel
Governor's Office of General Counsel
Department of Agriculture

Mr. John Arway
Executive Director
Fish and Boat Commission

Mr. R. Matthew Hough
Executive Director
Pennsylvania Game Commission

Ms. Dorothy R. Derr
Director
Bureau of Administrative Services
Pennsylvania Game Commission

The Honorable Michelle Bednar

Controller

Mr. Robert Lawton

County Manager

This report is a matter of public record and is available online at <http://www.PaAuditor.gov>. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 231 Finance Building, Harrisburg, PA 17120; via email to: news@PaAuditor.gov.